

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☒ CONFIDENTIAL ☒ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Disposition Guide for Support and Administrative Files in the CS

FROM:

DD/P Records Management Officer

NO.

DATE

27 January 1960

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMS - [redacted]
604 1016 16th Street

[redacted]

7/10/60 H

1. See you at the meeting of 4 Feb 1960

File - DD/P Rec Mgt 4 Rec. Desp

Note for record - I attended the meeting of Support Chiefs on 1/4/60 at which the attached Guide was discussed. No changes were made in the disposition instructions for headquarters records as proposed to the ad hoc Committee on 1/8/60 on 1/8 Support Records